



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

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DEC 05 2016

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Stark County Offices & Agencies

General Schedule

(local government entity)

John G. Brunion
(signature of responsible official)

(name)

(unit)

Records Director 11/28/16
(title) (date)

Section B: Records Commission

Stark County

330-451-7365

Records Commission

(telephone number)

201 3rd St. NE Suite 5

Canton

44702

Stark

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

jbrunion@starkcountyohio.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

David L. Brubaker

Records Commission Chair Signature

Date

11/30/2016

Section C: Ohio History Connection - State Archives

Amanda D. Brubaker
Signature

Local Government Records Archivist 12/9/16
Title Date

Section D: Auditor of State

Martin E. Mueh
Signature

Records Manager
Title

12-21-16
Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) -
Part 2
 Stark County

General Schedule (Offices and agencies)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
GS-16-01	Blank Forms – Outdated or superseded forms no longer used or extra copies of forms no longer needed. Organized by function. May be created and stored electronically, then printed for distribution. Excess copies of blank forms are of little value to the office.	Until no reasonably foreseeable necessity exists for the administrative operation of the office	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-02	Drafts, Notes (Other than promissory) and Worksheets – Routine daily working files used to produce finished reports or documents. Organized by subject. Either hand-written or created electronically. Of little value after action is taken or final reports are prepared.	Until no reasonably foreseeable necessity exists for the administrative operation of the office	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-03	Library and Reference Materials – Copies of books, manuals, pamphlets, guides, reports and catalogs received from outside sources. Organized by subject. May be created, received, and/or distributed by paper or electronically. Of little value after action is taken.	Until no reasonably foreseeable necessity exists for the administrative operation of the office	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-04	Shorthand Notes or Tapes or Disks to be transcribed or summarized – Preliminary handwritten notes, audio tapes, or digital video recordings of daily activities used to prepare printed drafts or final versions of reports. Organized by subject or chronologically. May be created and stored on paper or electronically. Of little value once the official version is completed.	Until no reasonably foreseeable necessity exists for the administrative operation of the office	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-05	Bulletins, Poster and Notices to Employees – Copies of outdated or superseded information posted on bulletin boards or distributed to employees or citizens about meetings, events, policies, or procedures. Organized by date or subject. May be created and/or distributed on paper or electronically. Of little value after the event advertised or once information is superseded.	Until no reasonably foreseeable necessity exists for the administrative operation of the office	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-06	Extra Copies of Documents – Duplicates of work related documents created for distribution. Organized by subject. May be created, stored and	Until no reasonably foreseeable necessity exists	Paper, Hard drive, diskette,		<input type="checkbox"/>

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	distributed on paper or electronically. Duplicates are of little value to the office.	for the administrative operation of the office	Electronic Records, E-mail		
GS-16-07	Voice Mails, Text Messages, Facebook postings and Twitter Messages – Routine business related routine electronic communications. Examples include meeting reminders or scheduling inquiries, requests for information, and notices of events. Organized chronologically. Created, stored and distributed electronically. Messages are of little value after initial review and/or response.	Until no reasonably foreseeable necessity exists for the administrative operation of the office. Important messages should be printed or transcribed and filed with appropriate record group on Departmental Record Retention Schedule	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-08	Time Cards and Leave Request Forms – Forms used to record hours worked by individual employees and any requests for leave. Organized alphabetically by employee name and chronologically. May be created and stored on paper or electronically. Very important until payroll reports are prepared but of little value after retention period and audit period have both expired.	3 years Provided audited	Paper, Hard drive, diskette, Electronic Records, E-mail	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to S.C. 117.26 O.R.C.	
GS-16-09	Accident Reports/ Files – Report of personal property or property damage involving a county vehicle or occurring on county property.	6 years	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-10	Activity Reports – Reports compiled to detail financial, statistical, and/or operational data.	2 years	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>
GS-16-11	Agendas – A list of items to be discussed and/or acted upon during a meeting.	2 years	Paper, Hard drive, diskette, Electronic Records, E-mail		<input type="checkbox"/>

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GS-16-12	Annual Reports – A report containing substantive information of operations, policies, procedures, and planning.	Permanent	Paper, hard drive, diskette, Electronic Records, Email		<input checked="" type="checkbox"/>
GS-16-13	Audiovisual, Public Relations, & Training Materials – Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete, or replaced. Appraise for historical value	Paper, hard drive, diskette, Electronic Records, Email		<input checked="" type="checkbox"/>
GS-16-14	Audit Reports (Federal, State & Internal) – ORC 117.26. Financial examinations and reports issued by the Federal Government, Auditor of State, independent auditing agencies or conducted internally.	Five years	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-15	Backup Data – Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-16	Badges and IDs – Employee identification badges and keyless entry devices and related records.	. Confiscate upon employment termination or when obsolete, then destroy	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-17	Bids (Successful) – Records documenting publicizing, hearing, and awarding quoted bids from vendors for services or merchandise including <i>bonding</i> information, specification sheets, bid forms and amounts, references, etc. Incorporate into contract file. O.R.C. 2305.06	8 years, after expiration of Contract including any agreements and warranties that are part of the contract file.	Paper, hard drive, diskette, Electronic Records.		<input type="checkbox"/>
GS-16-18	Bids (Unsuccessful) – Bids not awarded	Two years after letting of the contract	Hard drive, diskette, Electronic Records,		<input type="checkbox"/>

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GS-16-19	Blue Prints/Vellums/Drawings/Tracings/Mylar's	Until updated, superseded or obsolete. Appraise for historical value	Paper, hard drive, diskette, Electronic Records, Email		<input checked="" type="checkbox"/>
GS-16-20	Bond Documents	IRS rule 5.70. Retain for three years after the last bond has been retired, or, if applicable, until three years after the last bond of the Refunding Issue has been retired.	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-21	Bond Register	Seven years after final maturity of notes or bonds	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-22	Budget, Annual Departmental/Office – Fiscal Allocation to a department or office for fiscal year	Three years	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-23	Budget Preparation Documents (Working Papers) – Preparation documents used to create annual budgets	Two years	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-24	Compliance Reports – Standard reports required to be filed by regulatory agencies	Five years	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>

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GS-16-25	Continuing Education Certifications/Class/Seminars/Training Attendance Records - Includes professional licenses, certifications, trainings, and other documents noting advancement in education related to job position	Place in Personnel File	Paper, hard drive, diskette, Electronic Records, Email	<input type="checkbox"/>
GS-16-26	Contracts – (ORC 2305.06) – Legal agreements with individuals, organizations, or entities to procure goods and/or services	Termination of Contract plus 7 years. Review any agreements and Warranties that are part of contract before seeking destruction.	Paper, Microfilm, Electronic Media.	<input type="checkbox"/>
GS-16-27	Correspondence – Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	Retain according to content, ensure metadata retained	Paper, hard drive, diskette, Electronic Records, Email	<input type="checkbox"/>
GS-16-28	Transient – Communication which conveys information of temporary importance in lieu of oral communication. I.e. drafts, meeting notices etc. Referral letters, request for routine information or publications provided to the public by an agency which are answered by standard form letters	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email	<input type="checkbox"/>
	General – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Two years	Paper, hard drive, diskette, Electronic Records, Email	<input type="checkbox"/>
	Substantive – Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Five years; file with related records if content required longer retention; appraise for historical value.	Paper, hard drive, diskette, Electronic Records, Email	<input checked="" type="checkbox"/>
GS-16-29	Delivery/Packing Slips – Documents received when accepting goods from a carrier or vendor	Until no longer of administrative value.	Paper, hard	<input type="checkbox"/>

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			drive, diskette, Electronic Records, Email		
GS-16-30	Directories/Lists/ Rosters – Lists including such information as employee phone numbers, e-mail addresses, staff roster, committee membership, assignments, and schedules.	Until superseded, obsolete, or replaced	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-31	Disaster Plans (Continuity of Operations Plan, Business Continuity Plan) - Documents plans and procedures to protect and reestablish county operations in the event of a disaster.	Until updated or superseded	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-32	Disciplinary Hearings – A proceeding where an issue of employee discipline is heard and evidence is presented to help determine the issue.				<input type="checkbox"/>
	A) Audio and video recordings	One year	Tape, Video Tape, Electronic		<input type="checkbox"/>
	B) Report of Proceedings	Place in personnel file	Paper		<input type="checkbox"/>
	C) Transcripts	Five years	Paper or Electronic		<input type="checkbox"/>
GS-16-33	Employment Applications/Resumes – Successful - Application submissions by individuals chosen for employment	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
GS-16-34	Employment Applications/Resumes - Unsuccessful-Not Hired – Applications Submissions for open job positions not chosen for employment. Includes unsolicited resumes.	Six years	Paper or Electronic		<input type="checkbox"/>
GS-16-35	Employee Evaluations – Records used to measure employee work performance.	Place in personnel file	Paper or Electronic		<input type="checkbox"/>
GS-16-36	Equipment Maintenance Records – Files documenting ownership, warranties, routine maintenance and repair of county owned equipment.	Life of Equipment	Paper, hard drive, diskette,		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) -
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 Stark County *General Schedule (Offices and agencies)*

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			Electronic Records, Email		
GS-16-37	Faxes -				<input type="checkbox"/>
	A) Documentation – Fax machine generated cover sheets, confirmation notices and buffer printouts.	Until no longer of administrative value	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
	B) Logs – Register of fax messages sent and received.	One year	Paper, Diskette, Film		<input type="checkbox"/>
	C) Messages – Communications sent and received using fax machine.	Treat as Correspondence	Paper, Diskette, Film		<input type="checkbox"/>
GS-16-38	Fee Schedules – Fees for goods or services provided by Stark County Offices & Agencies.	Until updated, superseded, or obsolete	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-39	Financial Records – Records pertaining to financial transactions including accounts receivable and accounts payable; bank statements; pay-ins to treasury; purchase orders; requisitions; invoices; warrants/billbacks; bill schedules (listing of warrants to be paid); detail reports (checks written during month, current line item balances); cash and account books; receipts; cancelled checks; vouchers; appropriation adjustments; transfers; encumbered and unencumbered amounts; and remaining balances; month expenditures statements; petty cash; etc.	Three years provided audited	Paper, hard drive, diskette, Electronic Records, Email	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
GS-16-40	Fuel Usage Records	Three years	Paper, Electronic		<input type="checkbox"/>
GS-16-41	Grant Application	One year	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>

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GS-16-42	Grant Files – Documents the application, evaluation, awarding, monitoring, and tracking of grants received.	Maintain records as required by grant; if retention unspecified, five years provided all State and Federal audits have been conducted, the audit reports released and all litigation, claims, or audit findings have been resolved.	Paper, hard drive, diskette, Electronic Records, Email		<input type="checkbox"/>
GS-16-43	Image File – Visual documentation of a person, place, or event.	Until no longer of administrative value / appraise for historical value.	Paper, hard drive, diskette, Electronic Records, Email		<input checked="" type="checkbox"/>
GS-16-44	Insurance Policies – Documents listing terms and conditions between county and insurance providers.	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-45	Insurance Records – Fiscal and administrative records generated in the administration of insurance policies.	Two years after expiration, provided all claims settled and appeals exhausted (ORC 2305.10)	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-46	Job Descriptions – Documents detailing the classification, needed experience / education / physical requirements, and duties by position title	Until Superseded or classification abolished	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-47	Legal Advertisements / Notices – Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	One year or until superseded	Paper, hard drive, diskette,		

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(local government entity)		(unit)			
			Electronic Records, Email		
GS-16-48	Licenses, Permits, Certifications – Documents affirming requirements being met as prescribed by issuing agency.	One year after expiration	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-49	Litigation Records – Records related to legal claims against an office and subsequent legal actions and court proceedings	Five years after case is closed and appeals are exhausted	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-50	Mail – Communication received from other agencies, commercial entities, and outside institutions or individuals for general information purposes.	Until no longer of administrative value	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-51	Mailing Lists – List of individuals and addresses for mail distribution.	Until updated, superseded or obsolete	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-52	Management and Operations Reports – Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs	Five years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-53	Manuals, Handbooks – Documents related to activities and operation of department, office, agency, etc. May include rules regarding behavior, instructions for operating equipment, policies, procedures, processes, etc.	Until superseded, obsolete, or replaced/appraise for historical value	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-54	Material Safety Data Sheets – Information about properties of chemicals, including physical data, toxicity, first aid, storage, disposal processes, etc.	Until Superseded	Paper, hard drive, diskette,		

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			Electronic Records, Email		
GS-16-55	Meeting Notices – Notices posted publicly showing the time, place, and subject of upcoming meetings of boards, commissions, agencies, etc.	One year	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-56	Memoranda – Internal communication	Use correspondence	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-57	Minutes of Meetings				
	A) Official Copy – Official copy of proceedings of regular and special meetings.	Permanent	Paper, hard drive, diskette, Electronic Records, Email		✓
	B) Audio and Video Recordings -	Retain until transcribed into hard copy and approved.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-58	Oaths of Office of Elected Officials – Oaths of Office given and sworn to by elected official upon taking office.	Ten years after leaving office	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-59	Organizational Chart (Table of Organization) – A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.	Until Superseded	Paper, hard drive, diskette, Electronic Records, Email		

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GS-16-60	Payroll Records – Departments copies including but not limited to time sheets, overtime documentation records, and timecards.	Two years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-61	Personnel Files				
	A) Employment Files – Documentation of service through the duration of an individual's employment.	Two years after employee terminates purge extraneous records. Retain retirement waivers, service record and leave balances.	Paper, hard drive, diskette, Electronic Records, Email		
	B) Employee Medical Records – Records pertaining to employee's medical insurance, conditions, etc. as they relate to their employment. Includes HIPPA, FMLA, and information.	Seven years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-62	Plats and Maps – Renderings noting locations and/or boundary lines.	Permanent	Paper, hard drive, diskette, Electronic Records, Email		✓
GS-16-63	Press / News Releases – Information disseminated to the public through media outlets.	Until no longer of administrative value/ appraise for historical value	Paper, hard drive, diskette, Electronic Records, Email		✓
GS-16-64	Professional Association Records – Documents from associations related to an employee's job functions that enhance job performance and knowledge, inform of events, or provide general information about the association.	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-65	Project Plans / Drawings – Written plan or pictorial diagrams for a work related project or program.	Life of project or until obsolete. Appraise for historical or operational value.	Paper, hard drive, diskette, Electronic Records.		✓
GS-16-66	Public Hearings – A proceeding where an issue of law or fact is heard and evidence is presented to help determine the issue.				

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	A) Audio and video recordings	One year	Hard drive, diskette, Electronic Record.		
	B) Report of Proceedings	Permanent	Paper, hard drive, diskette, Electronic Records, Email		✓
	C) Transcripts	Five years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-67	Publications – Brochures and promotional material created by Stark County Agencies to inform the public of services and functions.	Until superseded or obsolete. Retain one copy permanently.	Paper, hard drive, diskette, Electronic Records, Email		✓ (permanently)
GS-16-68	Records Inventory – A detailed listing of the types, locations, dates, volumes, equipment, and usage data of public records.	Until superseded	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-69	Records Requests – ORC 149.43 – Requests to inspect and review public records.	Two years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-70	Records Retention and Disposition Forms – Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.	Permanent	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-71	Research Records – Collected information from a variety of sources to learn about events, legislative	Until no longer of	Paper, hard		

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	actions, programs, or compiled for the purpose of comparing and contrasting options, equipment, and/or plans of action.	administrative, fiscal, or legal value.	drive, diskette, Electronic Records, Email		
GS-16-72	Resolutions – Written motions officially documenting policy development and decisions.	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email		✓
GS-16-73	Service Requests – Written requests and tracking logs seeking services, assistance, etc. May include response and/or action taken.	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-74	Speeches / Presentations – Written and/or recorded materials distributed when speaking to a group or press conference concerning an office and/or its operations.	Until no longer of administrative value/appraise for historical value.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-75	Statements of Qualifications – Submitted and regularly updated by professional design firms wishing to provide professional design services per O.R.C. 153.66	Two years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-76	Surveillance Tapes / Videos – Footage documenting daily actions of employees and visitors within an office and on its grounds for security purposes.	Use for one cycle then reuse provided no action pending	hard drive, diskette, Electronic Records.		
GS-16-77	Surveys and Questionnaires – Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-78	Telephone Records				
	A) Messages for recipients received via telephone.	Until no longer of administrative value.	Paper, hard		

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	B) Logs – Tracking incoming calls.	B) 6 months	drive, diskette, Electronic Records,		
GS-16-79	Training Files – Documentation of employee training.	Until no longer of administrative value.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-80	Travel Requests / Expense Reports – Requests for reimbursements for employee travel.	Three years	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-81	Vehicle Maintenance Records – Records noting repairs to and routine maintenance of County-owned vehicles.	Until vehicle sold or disposed of.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-82	Vehicle Mileage Records – Log of mileage and expenses incurred in County-owned vehicles.	Until vehicle sold or disposed of.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-83	Visitors' Log or Sign-in Sheets – Registers or logs used to track visitors visiting an office/agency.	One year	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-84	Work Orders – Requests asking for maintenance, assistance and/or services.	One year	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-85	Work Schedules – Schedules noting working hours for employees.	Until no longer of administrative value.	Paper, hard		

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			drive, diskette, Electronic Records, Email		
GS-16-86	Workers' Compensation Claims – ORC 4123 – Files covering claims made by employee(s) for Workers Compensation benefits; includes claim, investigation, hearings, results, requirements, terms and conditions, etc.	10 years after last activity.	Paper, hard drive, diskette, Electronic Records, Email		
GS-16-87	Dispatcher Radio/Telephone Calls/ Audio Recordings	30 days, erase and reuse provided no action pending	Paper, hard drive, diskette, Electronic Records.		
GS-16-88	Inventory of County Equipment /Property County owned equipment and Property.	Three years	Paper, hard drive, diskette, Electronic Records.		
GS-16-89	Leases – A) Equipment B) Real Estate	a) Two years after expiration b) five years after expiration	Paper, hard drive, diskette, Electronic Records.		
GS-16-90	911 SYSTEM a) Documentation b) Logs c) Printouts d) Recording Tapes	a) life of system b) Logs c) One year d) 30 days then re-use provided no action.	Paper, hard drive, diskette, Electronic Records.		
GS-16-91	Telephone Records – a) Messages b) Charge/Bills c) Documentation d) Service Record e) System Equipment Inventory	a) Until no longer of administrative necessary, b) two years, c) life of system, d) two years, e) Continually updated, retain superseded data one year.	Paper, hard drive, diskette, Electronic Records		

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GS-16-92	Officials' Bonds	10 years after expiration	Paper, Electronic Records.		
GS-16-93	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited	Paper, hard drive, diskette, Electronic Records		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.